Authorizing Official (AO) Responsibilities

See the DODFMR, Volume 9, Chapter 2, Para.020401C and 020401D for more detailed information on AO and CO responsibilities.

Liability

- When acting a Certifying Officer, the Authorizing Official (AO) has unlimited pecuniary liability for all payments that he/she certifies.
- This means that if you certify an authorization or voucher that is not legal, proper, or correct, purposely or not, you may be required personally to pay all or part of the disputed expenses. The AO/CO relies on other Accountable Officers to assist with validations/verifications of information to minimize opportunities for erroneous payments.
- Accountable Officials can be liable for erroneous payments up to one-month salary.

Accountable Officials

AOs rely on others to assist in the process. The duties can include:
- Adding Lines of Accounting (LOA)
- Loading Budgets and related funding levels
- Entering and updating traveler information
- Insuring policy compliance

Accountable Officials can include:
- Finance Defense Travel Administrator (FDTA)
- Transportation Officers (TO)
- Lead Defense Travel Administrator (LDTA)

Why are AOs peculiarly liable for payments they certify?

Public law 104-106 section 913 states that for the Department of Defense, individuals that certify payments must not be in the same organization as the disbursing official. For additional information see DOD FMR Volume 9, Chapter 33.

COL Certification

In order to become an Certifying Officer, users must complete some sort of Certifying Officer Legislation (COL) training, and be appointed in writing.

Online COL training can be found at:

- Army http://www.asafm.army.mil/fo/fod/dts/training/training.asp
- Navy https://dts.navy.mil

- Air Force http://www.saffm.hq.af.mil/coaotut/

Appointments for Accountable Officials should be made using the DD Form 577, dated 1 Jan 04.

Authorization Approval

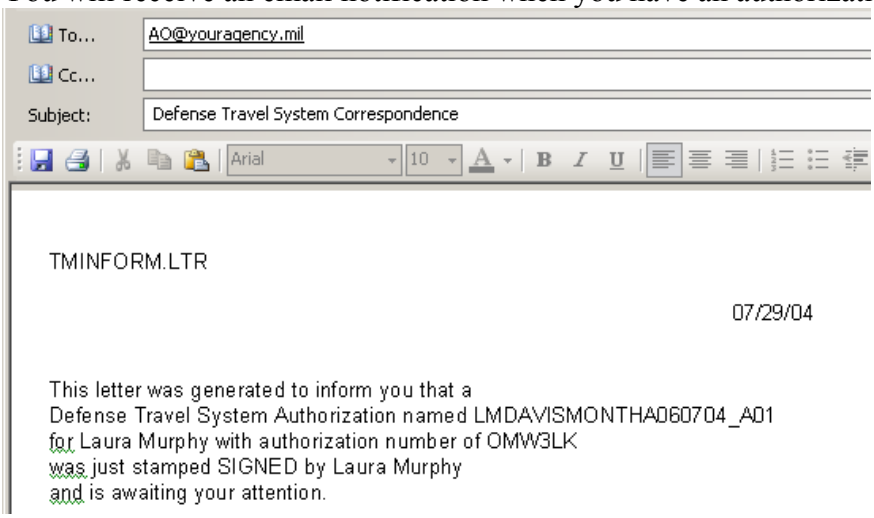
Approval of an authorization that does not include a request for either a non-ATM Advance or Scheduled Partial Payment (SPP) do not trigger liability on the part of the AO.

Approval of authorizations that do include a request for either a non-ATM Advance or Scheduled Partial Payment (SPP) do trigger potential liability. The AO/CO must insure that the payment of these advances and or SPPs is authorized.

- Non ATM advance should only authorized for travelers without a Government Travel Charge Card (GOVCC) or for travel to a location where use of the card is not practical.
- SPPs should only be authorized for trips in access of 45 days.

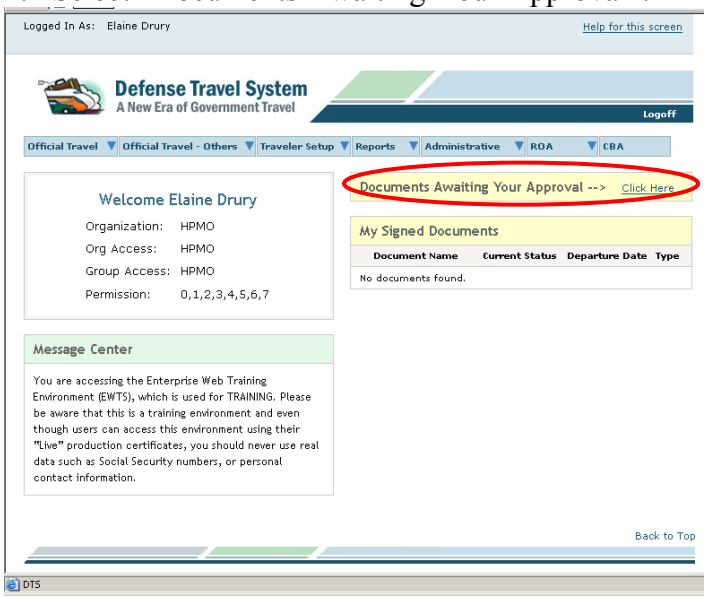
Notification

You will receive an email notification when you have an authorization to approve.

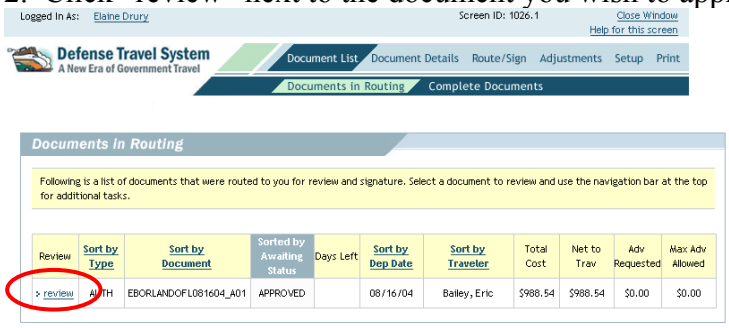


DTS Welcome

1. Select "Documents Awaiting Your Approval".



2. Click "review" next to the document you wish to approve.

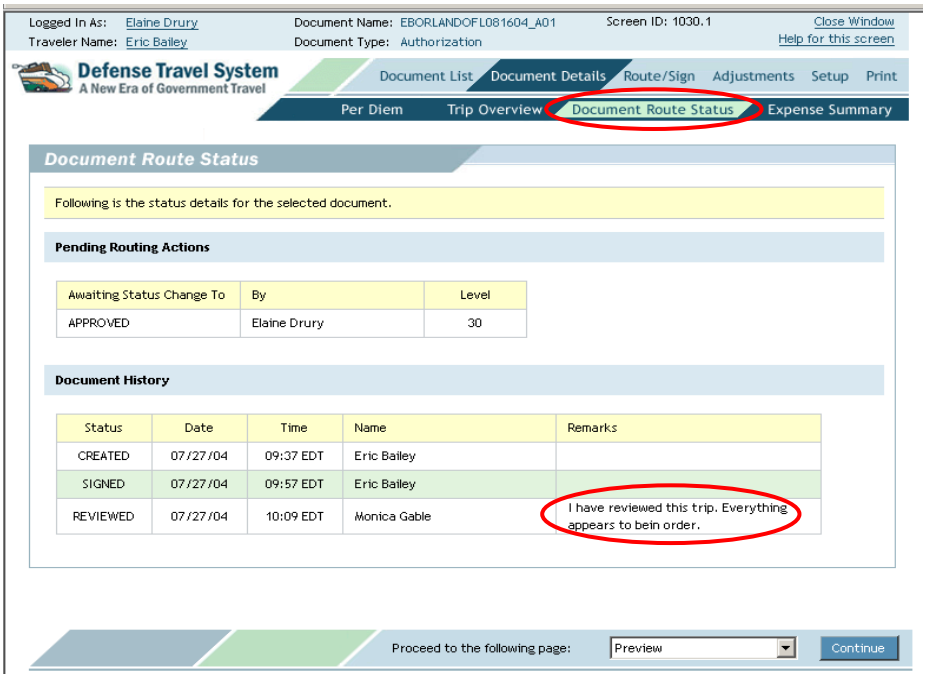


Before Approval

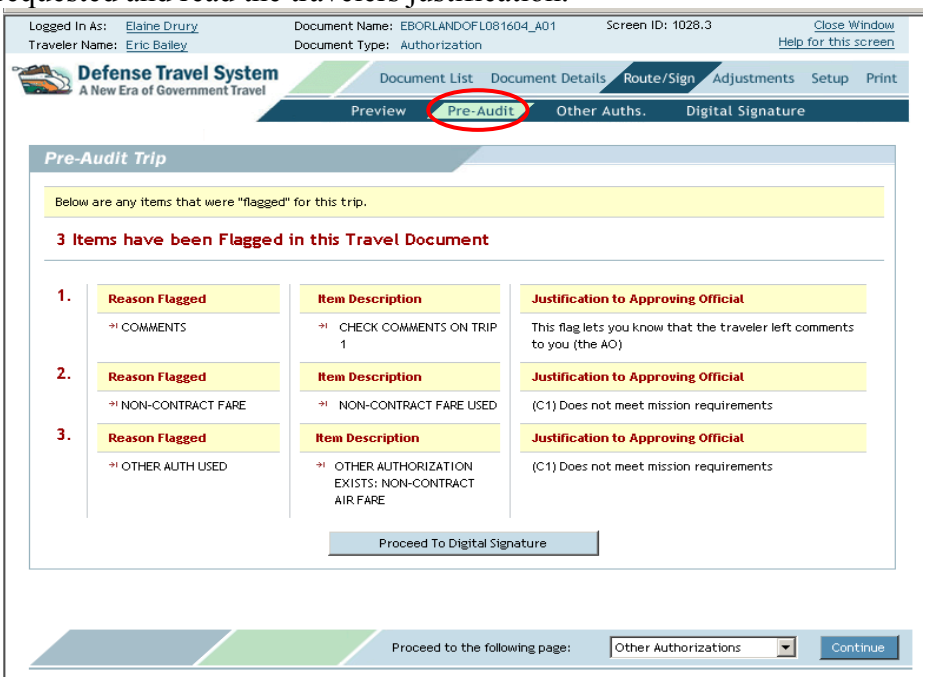
Before you approve an authorization, you should review the entire document with special emphasis on the following:

- **Remarks**
- **Lines of Accounting (LOA)**
- **Non-ATM advances and or SPP request**
- **Pre-Audit and justification comments**
- **Digital Signature**

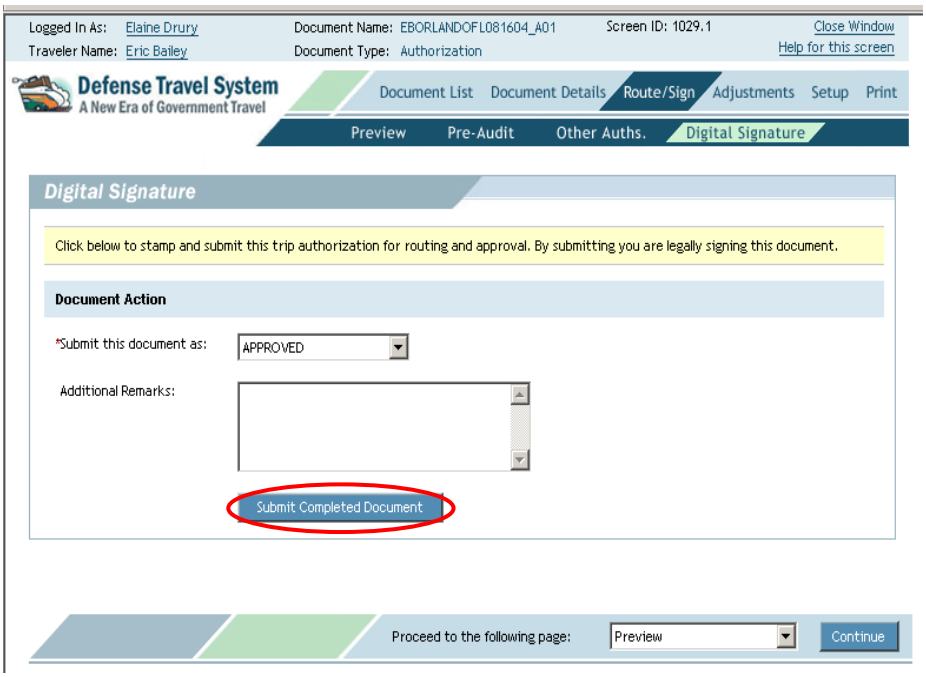
- **Remarks**
  Review the "Remarks" on the "Document Route Status" screen from the traveler or other ROs for additional information.

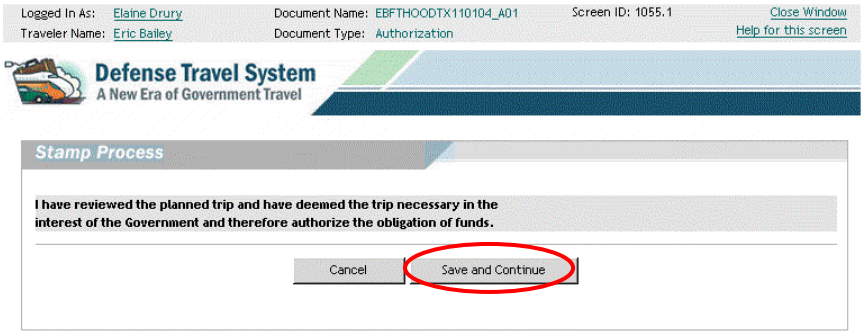


- **Pre-Audit**
  Review the "Pre-Audit" screen to see if any exceptions to DoD policies have been requested and read the travelers justification.



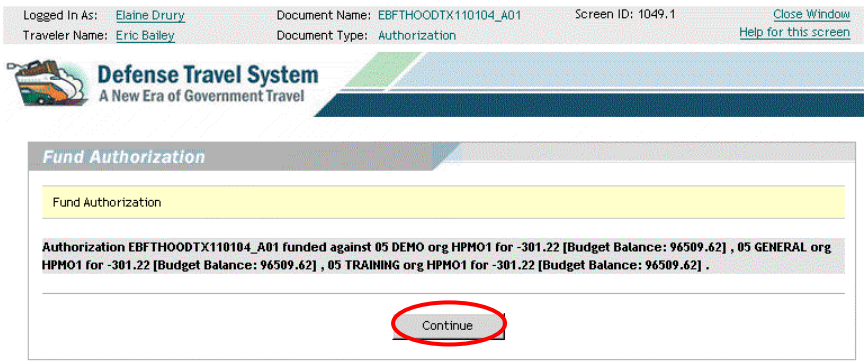
- **Digital Signature**
  To sign the document, select the Approved Stamp, add any additional remarks that may be needed and click "Submit Completed Document".





Upon Approval

- Once the AO approves the authorization they are told how much is obligated and the balance for each LOA. Review the information and select “Continue”.
- If insufficient funds prevent approval contact your FDTA.



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The Voucher

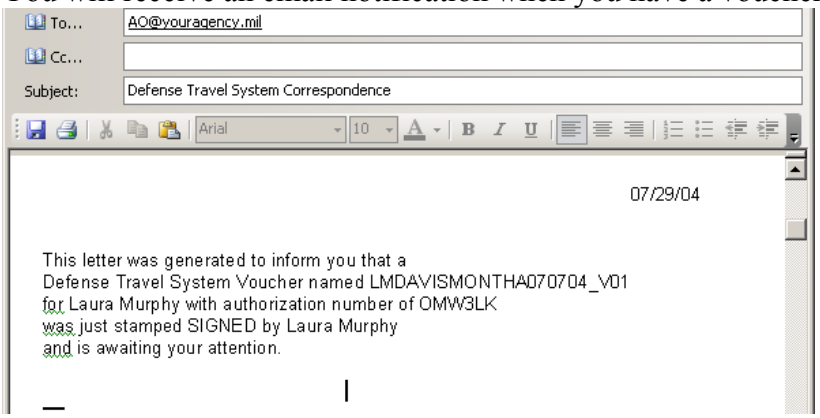
The voucher differs from the authorization in that approving the voucher constitutes certification and initiates the liability. At this stage, you should consider the following:

- Are the expenses valid, both the type and the amount?
- Are the receipts present?
- Does the dollar amounts for the expenses on the voucher match the receipts?
- Are the methods of reimbursement correct?
    - Military travelers (and most civilian travelers) with a Government Travel Charge Card must is the card to pay for transportation, lodging, and rental car expenses. These expenses, and others charges to the card, must be indicated in DTS as "GOVCC" and paid directly to the charge card vendor

    - In some cases, the transportation (air/rail) may be paid using a centrally billed account (CBA) rather than with the travelers individual card.

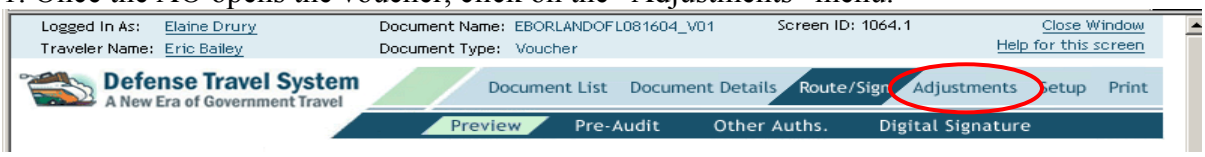
Notification

You will receive an email notification when you have a voucher to approve.

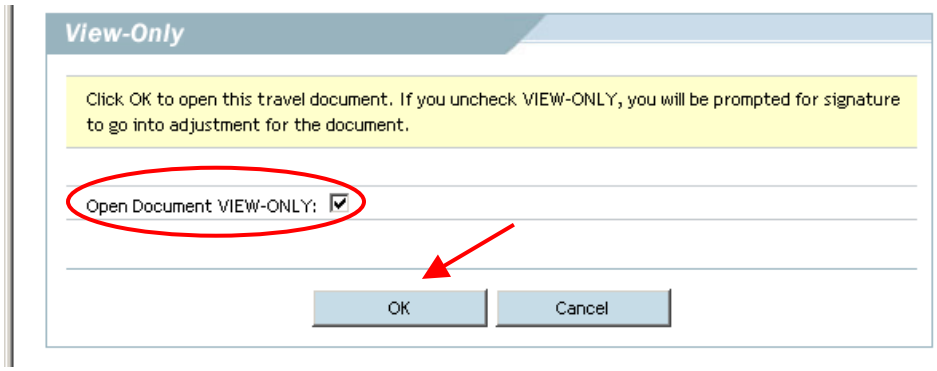


Viewing Scanned/Faxed Receipts in DTS

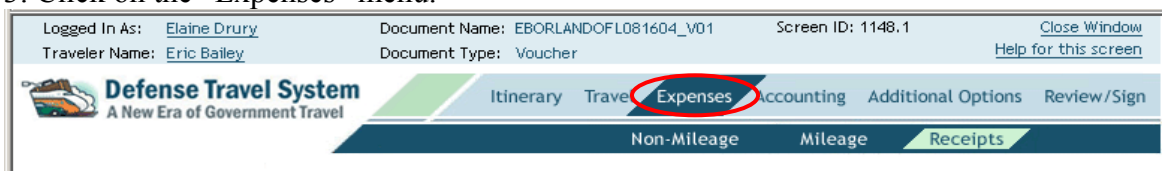
1. Once the AO opens the voucher, click on the "Adjustments" menu.



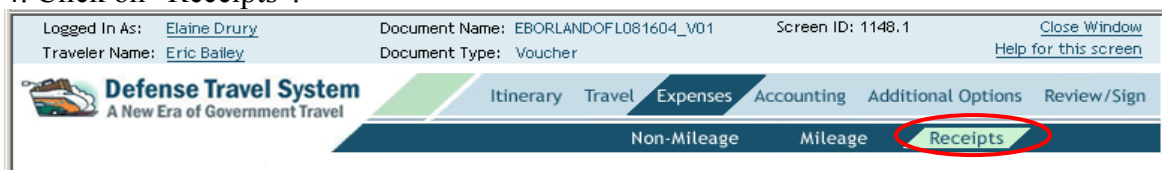
2. Select "Open Document VIEW-ONLY" and click "OK".



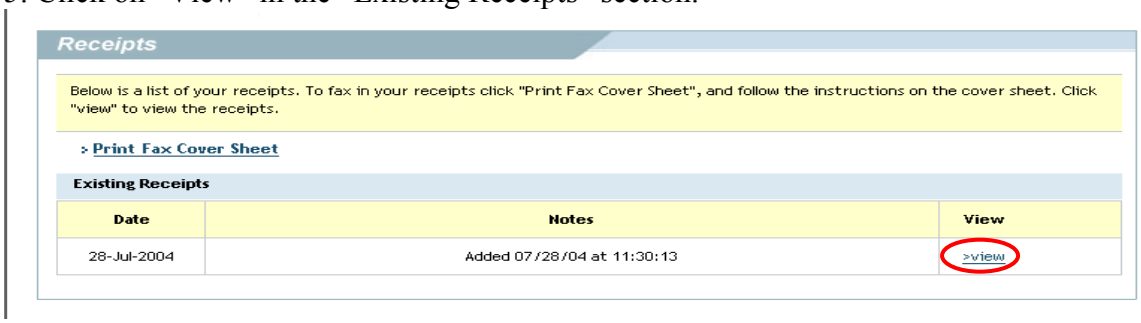
3. Click on the "Expenses" menu.



4. Click on "Receipts".



5. Click on "View" in the "Existing Receipts" section.



Below is a sample Receipt Cover Page and Receipt.

DTS Receipts Cover Page

Please fax this cover page, together with your receipts to DTS.

- If you are dialing from the National Capital Region, please use 703-266-6880 if this is a local call. This will reduce the cost of this service.
- If you are in the United States, please use 1-866-FAX-4DTS (1-866-329-4387), toll free.
- If you are dialing from outside of the United States then use the numbers listed above (with the appropriate international prefix.) Your long distance telephone company may charge you for this call.

Receipts may take up to five minutes to appear on the document.

JLJACKSONVILL070704_V01

Note: Bar code must be present above.

ENTERPRISE
RENT-A-CAR

JACKSONVILLE AP (IN TERMINAL)
2400 YANKEE CLIPPER DR
JACKSONVILLE,FL 32218-2492
(904) 741-6390
BRANCH: 43AP
TICKET: 503057

OUT: 07/07/2004 1101 AM
IN: 07/16/2004 0208 PM
VEHICLE: 04 CHRY SEBR 4DR CONV
VEHICLE LICENSE: DAL/MP

2	DAYS	@ 30.00	=	60.00
1	WEEK	@ 158.01	=	158.01
3	HOURS	@ 6.00	=	18.00
	AP/ACCESS	@ 10.0000	=	25.73
16.000	GALLONS	@ 1.89	=	30.24
	APSECFEE		=	2.00
	VLF RECV		=	2.88
	SURCHARG		=	18.45
	Sales Tax	@ .0000	=	22.07
		TOTAL		337.37

CHARGE TO: VISA XXXXXXXXXXXX1874 EXPIRES: xx/xx

THANK YOU FOR RENTING FROM
ENTERPRISE RENT-A-CAR

TO RESERVE A CAR USE
1 (800) RENT-A-CAR
OR
WWW.ENTERPRISE.COM

Verification

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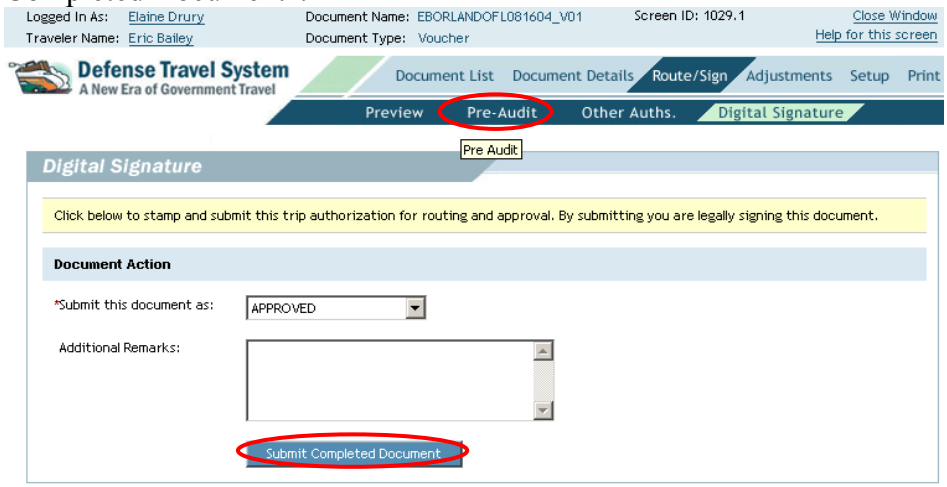
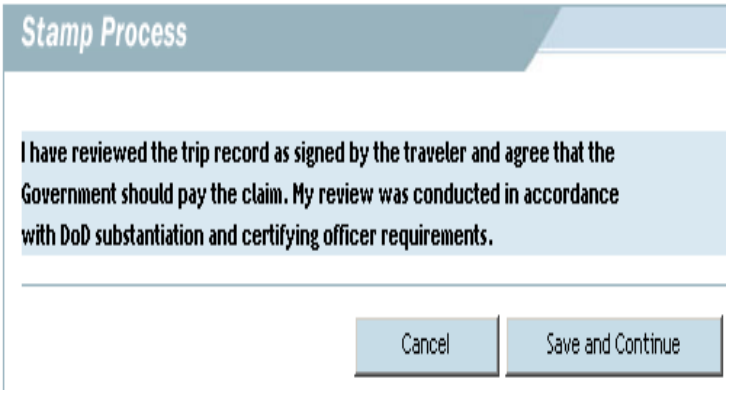
Necessary receipts include:

- All lodging receipts
- Airfare / Rail receipts
- All other receipts greater than or equal to $75

***Your local policy may stipulate additional receipt requirements. Consult your local business rules for more information.*

Once you have verified that the expenses are reasonable and that the necessary receipts are included (and legible), proceed to the "Pre-Audit" screen to verify if any additional audits and justifications were triggered during the voucher process. Then select "Submit Completed Document".



Upon Approval

The AO is reminded of their responsibilities.